

1023



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

August 20, 2025

REGIONAL MEMORANDUM
HRDD-2025- 1023

DOWNLOADING OF PROGRAM SUPPORT FUNDS FOR THE ADMINISTRATION OF THE FY 2025 NATIONAL ASSESSMENT FOR SCHOOL HEADS (NASH) – BATCH 1

To: Schools Division Superintendents } SDO Leyte
SDO Northern Samar
SDO Tacloban City
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DM-OUHROD-2025-2220, this Office, through the Human Resource Development Division (HRDD), shall download a Program Support Fund (PSF) for the conduct of the FY2025 National Assessment for School Heads (NASH) to the concerned Schools or Schools Division Offices (SDOs) as follows:

Assessment Site	PSF Recipient
San Jose Central School	SDO Tacloban City
San Jose National High School	San Jose National High School
Tanauan National High School	SDO Leyte
Hilongos National Vocational School	Hilongos National Vocational School
Catarman National High School	Catarman National High School

2. The downloaded funds shall be utilized to cover eligible expenses for the operations, logistical and administrative arrangements, and other activities associated with the administration of FY2025 NASH.

3. Attached is the detailed fund allocation per assessment site. Program focal persons assigned to each site are expected to ensure the proper utilization of the allocated funds and to submit an activity completion report through hrdd.region8@deped.gov.ph.

4. Eligible expenses covered by this fund include the following:
- a. Board and lodging of the Technical Working Group, Management and Monitoring Team
 - b. Meals for NASH administration personnel and examinees
 - c. Supplies and Materials
 - d. Examination Sites rental and electricity payment
 - e. Other incidental expenses related to the program



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph



5. For inquiries or clarification on this Memorandum, please contact **Dr. Harvie D. Villamor** via email at **hrdd.region8@deped.gov.ph**.

6. Immediate dissemination of and strict compliance with this Memorandum are desired.



RONALO AL K. FIRMO CESO IV
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:

ASSESSMENT

PROGRAM SUPPORT FUNDS

HRDD-CDPA

Enclosure 1 of Regional Memorandum No. _____, s. 2025

Distribution of Pax per Assessment Site (Batch 1)

Assessment Site	No of Examinees	No of rooms	Technical Working Group					Total No of TWG members	Total Pax
			Assessment Supervisors/ Management/ Monitor	Assessment Facilitators	Technical Supervisor	Technical Officers	RO/SDO Support		
San Jose NHS	329	22	2	22	1	4	2	31	360
San Jose CS	330	22	2	22	1	4	2	31	361
Tanauan NHS	300	20	2	20	1	4	2	29	329
Hilongos NVS	237	16	2	16	1	4	2	25	262
Catarman NHS	290	20	2	20	1	4	2	29	319

Breakdown of Fund Allocation (Batch 1)

Assessment Site	Meals (TWG) at P600/pax	Meals (Examinees) at P300/pax	Operational Cost	Supplies/ Materials	Total Allocation
San Jose NHS	37,200.00	197,400.00	10,000.00	7,750.00	252,350.00
San Jose CS	37,200.00	198,000.00	10,000.00	7,750.00	252,950.00
Tanauan NHS	34,800.00	180,000.00	10,000.00	7,250.00	232,050.00
Hilongos NVS	30,000.00	142,200.00	10,000.00	6,250.00	188,450.00
Catarman NHS	34,800.00	174,000.00	10,000.00	7,250.00	226,050.00
Total					1,151,850.00